



NASA Policy Directive

NPD 3000.1B

Effective Date: August 30, 2005

Expiration Date: August 30, 2010

COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Subject: Management of Human Resources

Responsible Office: Office of Human Capital Management

1. POLICY

1. POLICY

a. NASA's goals are to foster and maintain a culture that is built on trust, respect, teamwork, communication, empowerment, and commitment in an environment that is free of discrimination; to encourage and reward creativity, initiative, and teamwork; to provide training and valuable hands-on experience for developing and further strengthening our premier workforce; to enable high employee productivity through innovative practices that respond to their abilities and needs, all of which enable the Agency to accomplish its missions; to set high standards for leadership and lead by example; and to provide managers and employees with the tools necessary to ensure full utilization and development of NASA's human resources. This goal will be accomplished through the following human resources programs, in accordance with applicable laws and regulations:

(1) Recruitment, Employment, and Retention. NASA shall use flexibility, creativity, and competency management to plan for, acquire, develop, and retain those employees who substantially contribute to mission accomplishment. Selections and promotions shall be based on merit.

(2) Diversity Management. NASA shall employ and empower a competent and highly skilled workforce, reflecting the diversity of the Nation. Managers shall create a culture that supports and respects equal opportunity.

(3) Employee Performance Management. Managers shall, subject to applicable laws and regulations, reward exceptional performance, take action to improve performance, and reduce in grade or remove any employee under their supervision for unacceptable performance.

(4) Qualifications, Classification, Pay, and Allowances. NASA shall determine qualifications and establish and classify positions commensurate with the level of difficulty, responsibility, and qualification requirements of the work. NASA shall apply the pay and allowances, as provided by applicable laws and regulations, to each employee equitably, without regard to nonmeritorious factors. Where discretion is permitted, pay and allowances will be authorized consistent with the contribution the employee makes, or is expected to make, toward the accomplishment of the Agency's missions.

(5) Attendance and Leave. NASA shall maintain a workforce with the necessary skills and levels of authority to ensure mission accomplishment. Using the flexibilities in applicable laws and regulations, managers shall strive to accommodate employees' individual needs and family responsibilities in the establishment of work and leave schedules.

(6) Labor-Management Relations. NASA shall pursue a spirit of cooperation in the relationships between NASA management and labor organizations to ensure mission accomplishment and the delivery of the highest quality service to our customers.

(7) Employee Relations. Managers shall treat all employees reasonably and fairly using the flexibilities and authorities in applicable laws and regulations. This includes taking appropriate disciplinary or corrective action on individual employee cases when necessary.

(8) Employee Benefits. NASA shall provide benefits information and counseling to all employees. NASA shall ensure that employees have the opportunity to learn about the wide range of benefits available to them. This knowledge will allow employees to make educated decisions on important individual and family issues. Typical benefits programs include, but are not limited to, retirement, health and life insurance, and family-friendly workplace initiatives.

(9) Employee and Organizational Development. NASA's policy, as defined in NPD 3410.2, is to make training and developmental opportunities widely available to employees. These opportunities are designed to improve individual and organizational performance, build and retain a skilled and effective workforce, and develop knowledge and skills critical to mission accomplishment. Managers shall support employee training, retraining, mentoring and coaching, and organizational development activities that will improve work performance, increase the value of employee contributions, and improve service to our customers.

b. NASA shall delegate, to the lowest practicable level, the authority to use the flexibilities in applicable laws and regulations and shall hold managers accountable for exercising sound judgment and complying with applicable laws and regulations. Therefore, the officials designated in paragraph 5.b are hereby delegated the authority, not retained by the Administrator in paragraph 5.a, to administer all human resources programs, including administering the Oath of Office and personnel-appointing authorities, in accordance with applicable laws and regulations. This authority may be redelegated, in writing, pursuant to Title 5, U.S.C.; Code of Federal Regulations (CFR); and relevant NASA Procedural Requirements (NPR) limitations.

2. APPLICABILITY

a. This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and the NASA Shared Services Center.

b. This NPD does not apply to the Office of the Inspector General (IG), which has independent authority pertaining to the management of IG human resources under Public Law 95-452, except where specifically stated.

3. AUTHORITY

a. 42 U.S.C. §2473(c)(1), Section 203(c) of the National Aeronautics and Space Act of 1958, as amended.

b. 5 U.S.C., Government Organization and Employees.

c. 29 U.S.C., §201, et. seq., Fair Labor Standards Act.

d. 14 CFR, Chapter V, National Aeronautics and Space Administration.

e. 5 CFR, Administrative Personnel.

4. REFERENCES

a. NPR 3100.1, Management of The Senior Executive Service.

b. NPR 3300.1, Appointment of Personnel To/From NASA.

c. NPR 3317.1, Senior Executive Service Career Appointee Merit Staffing in NASA.

d. NPR 3319.1, Management of Senior Scientific and Technical and Other Senior-Level Positions.

e. NPR 3330.1, Career Transition Assistance Program.

f. NPR 3335.1, Internal Placement of NASA Employees.

g. NPR 3351.1, Reduction in Force for NASA Employees.

h. NPR 3430.1, NASA Employee Performance Communication System (EPCS).

i. NPR 3432.1, Performance-Based Reduction in Grade or Removal Actions.

j. NPR 3435.1, NASA Performance Management Plan for the Senior Executive Service.

k. NPR 3451.1, NASA Awards and Recognition Program.

l. NPR 3510.5, Position Classification.

m. NPR 3530.1, Pay and Allowances.

n. NPR 3600.1, Attendance and Leave.

o. NPR 3711.1, NASA Federal Employee Labor-Management Relations Program.

p. NPR 3752.1, Disciplinary and Adverse Actions.

q. NPR 3771.1, NASA Grievance System.

r. NPR 3792.1, NASA Plan for a Drug-Free Workplace.

5. RESPONSIBILITY

a. The Administrator retains the authority to:

- (1) Establish and allocate ceilings for positions above GS-15, including positions for the Office of the IG, unless otherwise delegated by the Administrator.
- (2) Request approval from the Office of Personnel Management (OPM) to authorize an exception to the termination of annuity or annuity offset when appointing retired Federal civilian personnel, unless otherwise delegated by the Administrator.
- (3) Approve details, or extensions of details, to the White House.
- (4) Appoint members to advisory committees, subject to the Federal Advisory Committee Act.
- (5) Approve appointments of non-U.S. citizens, except to Student Educational Employment Program positions, and approve assignments of non- U.S. citizens to NASA under the Intergovernmental Personnel Act (IPA) authority, including positions for the Office of the IG, unless otherwise delegated by the Administrator.
- (6) Approve IPA assignments of NASA Senior Executive Service (SES) employees to non-Federal entities and fill SES positions by appointment or detail under the IPA authority, unless otherwise delegated by the Administrator.
- (7) Approve rating-based performance awards that exceed 10 percent, but not more than 20 percent, of a GS or Federal Wage System employee's annual rate of basic pay up to \$10,000.
- (8) Approve performance awards for SES members.
- (9) Recommend to OPM for approval, by the Director of OPM or by the President, the following:
 - (a) Award recommendations granting more than \$10,000 to an individual employee.
 - (b) Presidential award recommendations for a suggestion, invention, personal effort, or exceptionally meritorious special act or service.
 - (c) Presidential Rank Award recommendations, including those in the Office of the IG.
 - (d) Requests for critical position pay authority under 5 U.S.C. 5377.
- (10) Approve all personnel actions affecting SES, Senior Level (SL), and Senior Scientific and Technical (ST) positions, unless otherwise delegated by the Administrator.
- (11) Approve all personnel actions affecting NASA Excepted positions, unless otherwise delegated by the Administrator.
- (12) Approve requests for restoration of annual leave for Center Directors and Officials-in-Charge of Headquarters Offices, unless otherwise delegated by the Administrator.
- (13) Approve the establishment of any firefighter or law enforcement officer position that is covered by special retirement provisions. This includes the establishment of and approval for waivers of the maximum entry-level age, including positions for the Office of the IG.
- (14) Approve requests for critical position pay under 5 U.S.C. 9807.

b. Except where retained by the Administrator, the following officials have the authority to exercise personnel authority in the human resources program areas identified in paragraph 1:

- (1) NASA-wide:
 - (a) Deputy Administrator.
 - (b) Associate Administrator, Associate Deputy Administrator, and Chief of Staff.
 - (c) Associate Administrator for Institutions and Management.
 - (d) Assistant Administrator for Human Capital Management.
- (2) Centerwide:
 - (a) Center Directors or designee(s).
 - (b) For Headquarters, the Assistant Administrator for Infrastructure and Administration, except as provided in each NPR, as listed in the References section of this NPD.

- (3) The Office of the IG:
- (a) The IG or designee(s).
- (4) The NASA Shared Services Center:
- (a) The Executive Director or designee(s).

6. DELEGATION OF AUTHORITY

- (a) Any delegation of responsibility or authority in paragraph 5 of this NPD must be made in writing.
- (b) Authorities covered by this NPD that have been delegated as part of the Freedom to Manage (F2M) initiative may be reviewed at the F2M Web site at (http://nodis-dms.gsfc.nasa.gov/restricted_directives/library/FreedomToManage.cfm).

7. MEASUREMENTS

None.

8. CANCELLATION

NPD 3000.1A, dated June 24, 2004.

/s/ Frederick D. Gregory
Acting Administrator

ATTACHMENT A: (TEXT)

None.

(URL for Graphic)

None.

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